

Instructions to Access “My Biz”

FOR FEDERAL TECHNICIANS AND SUPERVISOR'S OF TECHNICIANS

You may access My Biz currently from any Government Computer 24 Hours a Day/7 Days a Week.

You will now be able to access MYBIZ /MYWORKPLACE by using your Common Access Card (CAC).

To Start: Go to <https://compo.dcpds.cpms.osd.mil> and register your CAC on the DCPDS Portal.

****Your default Employee Name and Username is your SSN with dashes****

After registering your CAC check “do not show again” and click continue. Under the Navigator select the responsibility of either MYBIZ OR MYWORKPLACE (MYWORKPLACE IS FOR SUPERVISORS).

The homepage will appear. Under MYBIZ you can either go to MY INFORMATION, UPDATE MYINFORMATION, PERFORMANCE APPRAISAL APPLICATION (PAA)—we are not using the appraisal area at this time.

➤ **My Information is for viewing info only & Printing SF50s**

- Position information (current/historical)
- Salary information
- Appraisal and Awards information
- Personal or Benefits
- Appointment information
- Personnel Actions – is where you go to view/print SF50s

➤ **Update My Info allows you to update the following 5 areas**

- Email Addresses (required to use AKO or RCAS email)
- Handicap Code
- Foreign language Proficiency
- US Fed Ethnicity and Race Category
- Emergency Contact Numbers

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